



Example of Information Specialist Job Description

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Our innovative and growing company is looking to fill the role of information specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information specialist

- Respond to e-mail requests from the public
- Educate people about recycling, reuse, waste prevention and safe waste disposal options
- Update computer database files
- Provide administrative support for the call center
- Troubleshoots incoming Sales Associate issues regarding
- Sales Systems
- Field support (rep support, literature, services, is needed to support sales growth)
- Points of contact (internal and external)
- Catalog issues (improvements, corrections, concerns)
- Delivery information

Qualifications for information specialist

- Ability to maintain strict confidentiality and to handle sensitive information and material in a discretionary manner
- Appreciation for the principles of fundraising
- Minimum of three to five years of relevant work experience
- Degree/ Diploma in Chemistry/ Chemical Process Technology
- At least 1-2 years of working experience in a call centre or customer service environment

